

## Branch Office License Endorsement Checklist

**It is strongly recommended that you obtain a copy of your CalBRE public license printout as you are undergoing this process. Your NMLS record should match the information on file with CalBRE. Click on the link to obtain your CalBRE public license printout: <http://www2.dre.ca.gov/PublicASP/pplinfo.asp>**

1. If a broker or corporation is performing MLO activities from a branch office, the applicant must have been issued either a real estate broker license or a real estate corporation license by CalBRE.
2. Brokers or corporations must have been issued a MLO license endorsement, or be in the process of applying for a MLO license endorsement.
3. If MLO licensed activities are performed at a branch office, you must have a CalBRE branch office license on file with the Bureau and file Form MU3 on the NMLS system. A quick guide on this process can be found at the following link: [NMLS Quick Guides](#)
4. Licensed brokers or corporations may apply for a license endorsement and register a branch office through NMLS simultaneously by filing branch Form MU3, providing the branch office license has been issued by CalBRE and is reflected on CalBRE records.
5. A separate Branch Office license endorsement certificate will not be issued by CalBRE.
6. After January 1, 2011, a license endorsement which is issued before October 31, will be valid through December 31, and will need to be renewed annually thereafter, if desired. A license endorsement which is issued on or after November 1 will be valid through December 31, of the following year.
7. Fees are collected through NMLS and are NOT REFUNDABLE: Refer to the [Real Estate MLO License Endorsement Fee Summary](#).

### Additional Help-

For questions regarding MLO license endorsement requirements, fees, which NMLS form to file, or application requirements, call the CalBRE Licensing Section at (877) 373-4542.

For questions regarding the electronic filing process, including navigation issues, contact the NMLS call center at (855) 665-7123.